



# Finding Your North

Effective Meeting Moderation Toolkit

July 2022

# Tool: 4 Steps for an Effective Meeting



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Pre-meeting

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Intentional invites

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Clear objectives and needs

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Effectively Moderate

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## Clear Objective and Needs

Be clear and visual. Your first slides or meeting agenda should include:

1) What the **objective of the meeting** is:

- *Make a decision on...*
- *Seek alignment on..*
- *Brainstorm solutions for...*
- *Explore options for..*
- *Risk mitigate...*
- *Update the XXX project...*

2) **What we need from you** examples:

- *We need your advice on...*
- *To make a decision on...*
- *To alert us to issues/risks...*
- *To give us ideas for...*



# Effective Moderate



## **P**oint to action items and outcomes and record them with a due date.

*'Let's stop and assign that task to James to be done by January 18th'*

## **I**nvolve everyone

*Ask quiet people 'we haven't heard from you Sue'*

## **L**ead through resistance

*'That's a fair point, do you have thoughts on how we solve that'*

## **O**bjective focused

## **T**ame and name tangents and steer conversations back to the objectives

*'It looks like we're now talking about budget, let's stick to our brainstorming objective'*

## **S**tick to the schedule

*'I'm conscious of time, we only have 10 mins left to come to a decision'*

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## Helpful scripts for effective meeting moderation

*"**Thanks that's helpful**, I'd love to focus our attention on the question of..."*

*"**This is interesting**. We're straying a bit off topic. Just a reminder of the objective of XXX..."*

*"I know this is an important discussion but for the purposes of this meeting, let's park that for now and focus on the challenge/question at hand..."*

*"That's a great question and it will be addressed in the upcoming slides"*

# Thank you

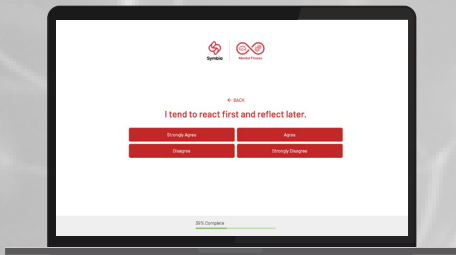
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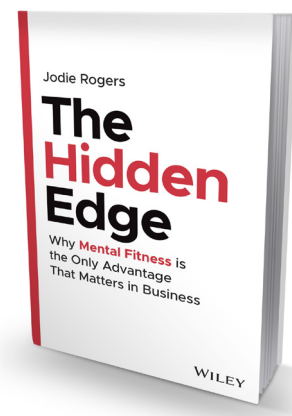
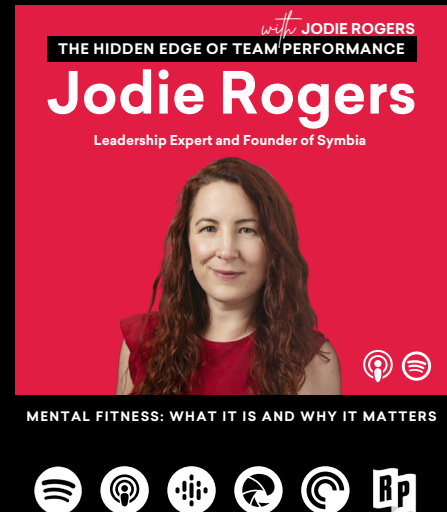
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